FY 2006
ICDBG PROGRAM

Notice of Funding Availability Training

Program Purpose

To develop viable Indian and Alaska Native communities by creating decent housing, suitable living environments & economic opportunities primarily for low/mod income persons

National Objective

- **24 CFR 1003.208**
- **70% of expenditures must benefit LMI**
- **Four options:**
  - **Area benefit**
  - **Limited clientele**
  - **Housing**
  - **Job creation/retention**

Area Benefit

- **Activities that benefit all residents of an area where at least 51% of residents are LMI persons**
- **Area must be primarily residential**

Limited Clientele

- Clientele presumed to be 51% LMI
- 51% of surveyed participants are LMI
- Participation limited to LMI
- Nature of activity/location indicate LMI benefit

Housing Activities

- **Residential structures provided/improved must be occupied by LMI persons**
  - Single family structure - LMI occupancy
  - One unit of duplex – LMI occupancy
  - Structures w/3 or more units must have at least 51% LMI

Job Creation/Retention

- **Activities must create or retain permanent jobs; AND**
- **51% of jobs created/retained must be available to or held by LMI persons**
  - **Jobs are counted on full-time equivalent (FTE) basis**

Authority

- **Title I of the Housing & Community Development Act of 1974 (42 U.S.C. 5301 et seq)**

- **ICDBG regulations, 24 CFR part 1003**

Significant Changes from FY05

- **Reduced funding**
- **Rating factor point distribution changes**
  - **Must score a minimum of 20 pts on Rating Factor 1**
  - **Factor 1 points increase to 40 pts**
  - **Rating Factor 3 has new sub-factor worth 2 pts for Intent to Meet Section 3 requirements**

Significant Changes from FY05

- **Needs Table and Application Checklist no longer NOFA Appendices – instead they are posted at www.hud.gov/offices/adm/grants/fundsavail/cfm**

- **Less documentation required for some thresholds/rating factors**

Significant Changes from FY05

- **Introduction of eLogic Model™**
- **Electronic application must be submitted and validated by 11:59:59 pm on due date**
- **Validation can take 24-48 hours so submit application at least 3 days prior to deadline**

Significant Changes from FY05

- **Paper applications (with approved waiver) must be received by due date, 5:00 p.m. local time (no 15 day grace period)**
- **No mail delivery restrictions for paper submissions**

Available Funds

- **Total Available is $59,400,000**

- **Single Purpose Grants**
  - **$ 55,440,000**

- **Imminent Threat**
  - **$ 3,960,000**

Single Purpose Grants Area Office Allocations

- **Eastern Woodlands $6,325,737**
- **Southern Plains $11,864,746**
- **Northern Plains $7,917,788**
- **Southwest $20,525,637**
- **Northwest $2,891,489**
- **Alaska $5,914,603**

Imminent Threat Allocation

- **$3,960,000 available nationally**
- **No Area Office allocations**
- **Funds intended to alleviate/remove imminent threats to health or safety**
- **Must meet regulatory criteria**
- **Ceiling grant $425,000**

Period of Performance

- The period of performance for any grant awarded is based on the Implementation Schedule and must be approved by HUD

- Implementation Schedule required under Rating Factor 1

Key NOFA Definitions

- **Adopt – submit approved tribal resolution**

- **Document – submit supporting written documentation/data to satisfy NOFA requirement**

- **Statement – written statement indicating that you comply or intend to comply with specific requirement**

Key NOFA Definitions

- **Outcomes – ultimate impact you hope to achieve with the project. Must be quantifiable measures or indicators and identified in terms of the change in the community, people's lives, economic status, etc.**

Key NOFA Definitions

- **Outputs – direct products of a program's activities. Measured in terms of volume of work accomplished, such as # low income households served, # units built/rehabilitated, linear feet of curbs/gutters installed, # jobs created**

Eligible Applicants

- **Federally recognized Indian tribe**

- **Tribal organizations submitting on behalf of tribes**

- **ANSCA Village & Regional Corporations**

Cost Sharing or Matching

- **Not required for ICDBG**
- **Points awarded for leveraging**

HUD Requirements

- HUD requirements are located in Section III, General Section of SuperNOFA

- Applicants must meet all statutory & regulatory requirements applicable to ICDBG

- HUD will not consider applications from ineligible applicants

HUD Requirements

- DUNS Number Requirement
  - www.grants.gov/GetStarted
- Compliance with Fair Housing & Civil Rights laws
- Conducting Business in Accordance with Core Values and Ethical Standards
- Delinquent Federal Debts

HUD Requirements

- Pre-Award Accounting System
- Name Check Review
- False Statements
- Debarment and Suspension
- Economic Opportunities for Low- and Very Low-Income Persons (Section 3)

HUD Requirements

- **Ensuring Participation of Small Businesses, Small Disadvantaged Businesses, and Women-Owned Businesses.**

- **Relocation**

- **Executive Order 13166**

- **Executive Order 13279**

HUD Requirements

- **Accessible Technology**
- **Procurement of Recovered Materials**
- **Participation in HUD-Sponsored Evaluation**
- **Executive Order 13202**
- **Salary Limitations for Consultants**

HUD Requirements

- **OMB Circular A-87**
- **OMB Circular A-122**
- **OMB Circular A-133**
- **Part 85**
- **Environmental Requirements**

HUD Requirements

- **Conflicts of Interest**
- **Drug-Free Workplace**
- **Safeguarding Resident/Client Files**
- **Indian Preference**

HUD Requirements

- **Grant recipients must provide HUD access to all books and records for at least 3 years**
- **Grant recipients agrees to meet citizen participation requirements for the program**

Project Specific Requirements

Rehabilitation Projects

- **Beneficiaries must be low/mod**
- **Rehab limits per house**
  - Eastern Woodlands $ 35,000
  - Southern Plains $ 35,000
  - Northern Plains $ 50,000
  - Southwest $ 40,000
  - Northwest $ 40,000
  - Alaska $ 55,000

Project Specific Requirements

Land acquisition to support new housing projects

- Submit financial commitment to construct 25% of housing units

- Firm or conditional commitment

- Submitted approvable application

- Approved IHP 1-yr Financial Resources

- Assurance in IHP

Project Specific Requirements

Health Care Facilities

- **Assure that at a minimum, all Indian Health Service requirements are met**

Program Thresholds

- **Applicant must have no outstanding ICDBG obligations in arrears or without a repayment schedule**
- **Applicant must have no outstanding violations of applicable civil rights provisions at the time of application**

Project Thresholds

Housing Rehab Projects

- **Adopt rehab standards & policies**
- **Provide statement that standards and policies have been adopted and are in place**
- **Provide statement that payments are current for HUD-assisted units unless emergency**

Project Thresholds

Housing Rehab Projects

- **Provide statement that project funds will only be used to rehab HUD-assisted houses when the homebuyer's payments are current or in current repayment agreement, except in emergency.**

Project Thresholds

New Housing Construction

- **Provide documentation that implementing entity is a CBDO**
- **Provide statement you have in place tribal resolution adopting construction standards & policies**
- **Document all beneficiaries are low/mod**

Project Thresholds

- Document no other funding available (including IHBG)

- Document rehab of unit occupied by household is not economical, or household is overcrowded, or the household has no current residence

- Document no other suitable housing available in immediate reservation area

Project Thresholds

Economic Development Projects
- **Submit financial analysis that:**
  - **Demonstrates project feasibility & chance of success**
  - **Demonstrates public benefit proportional to grant**
  - **Demonstrate financial support from non-fed funds**

Project Thresholds

- Demonstrate grant won't reduce non-federal funds
- Demonstrate not more than a reasonable rate of return on investment is provided
- Demonstrate grant will be disbursed on pro-rata basis with other funds

Project Thresholds

- **No project thresholds for Homeownership Assistance Programs, Land Acquisition to Support New Housing, Microenterprises, and Public Facilities and Improvements**

Public Service Projects

- **Limited to 15% of grant request**
- **Must be a new service or increase in existing service (health care, day care, crime prevention, etc)**
- **Funded with other activities**
- **Does not have to be related to other activities**

Eligible Activities

- **New Housing Construction**
- **Housing Rehabilitation**
- **Land Acquisition for New Housing**
- **Homeownership Assistance**
- **Public Facilities & Improvements**
- **Economic Development**
- **Microenterprise Programs**

Eligible Activities

- **New Housing Construction may only be implemented through a Community Based Development Organization (CBDO)**

Documenting a CBDO Option 1

- **Socially oriented non-profit**
- **Board represents community**
  - **51% low/mod from jurisdiction**
  - **No more than 1/3 are public reps**
- **Free to procure**
- **Not subject to reversion of assets**

Documenting a CBDO Option 2

- Section 301(d) of Small Business Investment Act entities
- SBA approved entities
- HOME Community Housing Development Organization (CHDOs)
- Tribal-based community development non-profit

Documenting a CBDO

- **Sufficiently similar to option 1 and 2**

- **Example**
  - **Has all characteristics as 1 but can't find Board with 1/3 or less public officials**

- **TDHE or IHA not automatically considered a CBDO**

Eligible Activities

- **Housing Rehabilitation**
  - **Rental or homebuyer**
  - **Publicly/privately owned**
  - **Grants, loans, guarantees, interest**
  - **Multiple activity types**
  - **Labor, materials, principal fixtures, security devices**

Eligible Activities

- **Land Acquisition — submit as part of**
  - **Land acquisition to support new housing or part of new housing construction**
  - **Public Facilities & Improvements**
  - **Economic Development**

Eligible Activities

- **Homeownership Assistance**
  - Only for low/mod households
  - Subsidize interest/principal
  - Acquire guarantees from lenders
  - Up to 50% of down-payment
  - Pay reasonable closing costs
  - Eligible activity vs. public service

Eligible Activities

- **Public Facilities & Improvements**
  - **Community Facilities**
  - **Special Needs Facilities**
  - **Infrastructure**

Eligible Activities

- **Economic Development (acquire, construct, rehab)**
- **Commercial or Industrial**
- **Buildings or Equipment**
- **Assistance to For-Profits**
  - Grants, loans, guarantees, interest
  - Technical assistance
- **Special requirements for Not-For-Profits**

Eligible Activities

- **Microenterprises**
- **Characteristics are:**
  - Owner is low/mod income
  - 5 or less employees including owner
- **Activities**
  - Assistance to eligible businesses, business support, grants, loans, loan guarantees, general support
- **No 15% public service cap**

Other Eligible Activities

- **Acquisition**
- **Clearance**
- **Interim Assistance**
- **Relocation payments**
- **Removal/architectural barriers**
- **Code enforcement**
- **Historic preservation**

Application Screening

- **Application received in accordance to NOFA deadline and requirements**
- **Applicant and proposed project is eligible**
- **Application contains all required components**
- **At least 70% of funds must benefit LMI persons.**
- **Grant ceiling is not exceeded**

Application Packages

- Available at www.Grants.gov/Apply
- HUD NOFA Information Center, 800-483-8929 or for hearing impaired, 800-483-2209.
- For help downloading NOFA, Grants.gov help desk 800-518-472687 or support@grants.gov

Electronic Submission

- **Applications must be submitted electronically, via Grants.gov, unless waiver is received**

- **Separate broadcast on electronic submissions**

- **www.Grants.gov/GetStarted – provides 5 step-by-step instructions**

STEP 1

- **Obtain DUNS Number if your organization doesn't have one**
- **Call 866-705-5711 to get a DUNS number.**

Step 2 – Register

- **First time registrants – register with the Central Contractor Registration (CCR)**

- **To begin, go to www.ccr.gov and follow the prompts.**

- **To verify the status of your registration, at same Web site, click on "Search CCR". Enter DUNS # when prompted, and click "Search"**

Step 2 - Register

- **Existing applicants need to update registration in the CCR**

- **If the previous person that was authorized to submit an application has left the organization, the new person must register with the credential provider, Grants.gov, and be authorized by the eBusiness Point of Contact**

Step 3 Register with Credential Provider

- An assigned AOR must register with the Grants.gov Credential Provider to receive a username & password

- Register at http://apply.grants.gov/OrcRegister - Follow steps

- If information entered correctly, your username & password are validated on same day

Step 4 – Register with Grants.gov

- The AOR must register with Grants.gov to submit an application
- At www.grants.gov, click the "Applicants" link and follow prompts to "Register with Grants.gov" – Enter requested information
- The E-Business POC will receive a notice of the registration

Step 5 – Authorize AOR

- **Final & critical step – the E-Business POC needs to authorize an AOR to submit the application on behalf of the organization before that person can submit application**

- **Click Ebiz link at top of any screen at <u>www.grants.gov</u>, then Log in. Enter requested information.**

- **AOR will be notified about authorization**

Electronic Submission

- **Registration checklists for entire process available at "Get Started" link on Grants.gov**

- **Questions or additional information – call 800-518-4726 or email support @grants.gov**

- **Contact Center hours of operation are M-F, 7 a.m. – 9 p.m. EST.**

Electronic Submission

- **Applications submitted via Grants.gov constitute electronically signed applications**
- **Submit early to correct any validation deficiencies**
- **Validation deficiencies:**
  - **Application must be Virus free**
  - **Must meet deadline**
  - **All mandatory fields on forms are complete**

Electronic Submission

- **What happens when you submit your application to Grants.gov?**
  - **DUNS # submitted on application must match DUNS # in registration**
  - **The submitter has been authorized by Ebusiness POC to submit application**
- **If application fails these checks, it is rejected and you will receive rejection notice and a list of error messages**

Electronic Submission

- When application passes validation, the applicant receives a notice
- All notices are by email. If a validation or rejection notice is not received within 48 hours, call the Grants.gov help desk
- Save copies of receipt & validation notices
- When calling Help Desk, save ticket number

Electronic Submission

- **Instructions on completing an application found at www.grants.gov/CompleteApplication. The site includes a multimedia demonstration that guides applicants through process**

- **Electronic forms provided utilizing PureEdge™ Reader (free download at www.grants.gov/GetStarted)**

Electronic Submission

- **An ICDBG Application Checklist is available at www.hud.gov/offices/adm/grants/ nofa06/grpicdbg.cfm — follow to make sure you include all the applicable forms and respond to NOFA criteria.**

- **Complete Application for Federal Assistance, SF-424 first — information will transfer to other forms**

Electronic Submission

- Narratives must be submitted as an electronic file in Microsoft Word (version 9/earlier), Microsoft Excel or in PDF compatible with Adobe Reader 6.0 or earlier

- Other formats cannot be read by HUD and application will not be reviewed

- Each response to rating factor should be developed as a separate file, labeled appropriately

Electronic Submission

- **Zip files to reduce size of attachments**
- **Two options for submitting third party letters, certifications, maps,**
  - **Scanning documents/saving as electronic files**
  - **Faxing required documents**
  - **Send faxes to 800-483-1010; do not fax to Area ONAP**
  - **Must use HUD-96011, Facsimile Transmittal, as cover page**

Electronic Submissions

- Proof of timely submission and validation is automatically recorded by Grants.gov

- Applicants will receive acknowledgement of receipt and tracking number from Grants.gov with the successful transmission of application followed by validation receipt

E-Submission Tips

- Close all other applications running on computer used for the upload
- Save completed application to desktop
- Open/view attachment files to make sure they are versions you want to submit
- Check application for errors
- Submit application using Internet Explorer or Netscape browsers for easier transmission

Electronic Submission Waiver

- **Waivers may only be granted for cause**
- **Submit request in writing/state basis for request/explain why electronic submission is not possible**
- **Examples: lack of available Internet access or physical disability of the applicant preventing applicant from submitting electronic application**

Electronic Submission Waiver

- Waiver must be received no later than 15 days prior to application deadline date
- Send waiver to:
  - HUD ONAP

    451 7th St., SW, Room 4126
    Washington, DC 20410

  or

  Email: barbara_a._gallegos@hud.gov

Electronic Submission Waiver

- If granted, paper application must still be received by the deadline date published in the ICDBG NOFA
- No 15 day grace period
- Submit 1 original/2 copies to AONAP
- Must be received by 5:00 p.m. local time
- No restrictions on mail services

Tips for Preparing Application

- **Use Application Checklist**
- **Include only information that supports your responses**
- **On first page of each narrative submission, indicate type of project proposed and rating factor narrative addressed**
- **Limit narratives to 200 words**

Tips for Preparing Application

- Do preliminary rating
- Review your responses – compare to NOFA requirements
- If there is a discrepancy between information in NOFA and regulations, the NOFA prevails

Application, Forms, Assurances

- **Application for Federal Assistance, SF-424**

- **Supplemental Survey Ensuring Equal Opportunity for Applicants, SF-424 sup**

- **Applicant/Recipient Disclosure Update Report, HUD 2880**

- **Acknowledgement of Application Receipt, HUD 2993**

Application, Forms, Assurances

- Concurring resolutions – if applicable
- Community Development Statement
- Map, if applicable
- Implementation Schedule, HUD-4125
- Cost Summary, HUD-4123

Application, Forms, Assurances

- **Relocation statement, if applicable**

- **Narrative addressing thresholds and rating factors**

- **Demographic Data Statement and data, if applicable**

Application, Forms, Assurances

- Logic Model, HUD 96010
- You Are Our Client, Grant Applicant Survey, HUD-2994

Demographic Data Statement

- **Sample statement in Application Checklist**
- **Existing data is inaccurate**
- **Data statistically unreliable**
- **Data independently verifiable**
- **Data differentiates between reservation and BIA service area populations**

Survey & Demographic Data Statement

- **Use if submitting own data**
- **Must submit Demographic Data Statement & documentation with application**

Community Development Statement

- **Publish/post and submit copy of Statement**
  - Citizen participation requirements, 24 CFR 1003.604
  - Must retain on file the tribal resolution certifying requirements for citizen participation were met

Planning and Administrative Costs

- **Direct & indirect admin costs + planning costs cannot exceed 20% of request**

  - **Do not report indirect costs unless you have approved indirect cost rate plan**

- **Do not include project costs (A/E, environmental, technical assistance, staff/overhead costs directly related to program**

Planning & Administrative Costs

- **Provide a cost break-down if requesting more than one project**

- **Identify P&A needed for each project**

Technical Assistance Costs

- **Technical assistance costs cannot exceed 10% of amount requested**

- **Not considered admin cost if directly needed to undertake specific program activity**

Application Submission Deadline

- May 31, 2006, at 11:59:59 pm EST for electronic submissions

- Paper submissions (with approved waivers) must be received by the AONAP no later than May 31, 2006

Eligibility of Government Facilities

- Distinction between government office buildings vs. public facilities where services are provided

- Police stations, jails, libraries, mini city halls are eligible

- Courthouses, local government offices and other government headquarters are ineligible

Ineligible Activities

- **Maintenance & Operations**
- **New housing construction, unless carried out by a CBDO**
- **Furnishings and personal property**
- **Construction tools/equipment**
- **Income payments**

Grant Ceilings

- **Grant ceilings limit the total requested funds an applicant may request for all projects**

- **Grant ceilings are one of the screening factors - if grant ceiling is exceeded, application will not be rated**

Grant Ceilings

- **Eastern/Woodlands $600,000**
- **Southern Plains $ 800,000**
- **Northwest $ 500,000**
- **Alaska $500,000**

Grant Ceilings

- **Northern Plains**
  - 6,001+ $ 1,100,000
  - 0 – 6,000 $ 900,000

Grant Ceilings

- **Southwest**
  - 50,001+ $ 5,500,000
  - 10,501 – 50,000 $ 2,750,000
  - 7,501 – 10,500 $ 2,200,000
  - 6,001 – 7,500 $ 1,100,000
  - 1,501 – 6,000 $ 825,000
  - 0 – 1,500 $ 605,000

Rating Factors

Factor	Points
1-Capacity of the Applicant	40
2-Need/Extent of Problem	16
3-Soundness of Approach	30
4-Leveraging Resources	8
5-Comprehensiveness & Coordination	6
	100

Rating Factors

- **Applicants must score a minimum of 70 points out of the 100 available points to be considered for funding**

Factor 1, Capacity

- **Worth 40 points**
- **Requires 20 point minimum to continue rating**
- **Applies to all project types**
- **Capability and past performance evaluated**
- **If funded, progress will be measured via ASER and implementation schedule/Logic Model**

Factor 1, Capacity

- **Capability sub-factor**
  - New applicants more heavily weighted – 40 points
  - Current grantees – 20 points
- **Performance sub-factor – evaluates past performance**
  - Current grantees can get 20 points
  - New grantees – 0 points

RF1, Subfactor 1 Managerial/Technical Staff

10, 5 or 0 points

- Recent experience
- Relevant experience
- Successful experience

RF1, Subfactor 1, Project Implementation/Evaluation

5/7 points

- **Provide implementation plan**
  - Identify tasks, timelines, measures & evaluates benchmarks, outputs, outcomes and/or goals that enhance community viability

- **Use HUD 4125 (Implementation Schedule). May also use HUD 96010 (Logic Model)**

RF1, Subfactor 1, Financial Management

3/8 points

- Show you meet Part 85 and 1003
- Seriousness/significance of open findings
- Include current audit, if required

RF1, Subfactor 1, Procurement/Contract Mgmt

2/5 points

- Meet Part 85 and 1003
- Describe how you will apply your procurement & contract management policies/contract mgmt systems to project
- Findings related to procurement & contract management
- Current audit, or letter from IPA

RF1, Subfactor 2, Past Performance

20/0 points

- Previous ICDBG performance evaluated — met timeframes, reports, closeouts, audits

- HUD reviews based on information on file — do not submit supplemental information with application

Rating Factor 2 Need/Extent of Problem

Total of 16 points

- **Subfactor 1 – Essential community development**

- **Up to 4 pts for subfactor**

  – **Provide quantitative information demonstrating that project meets essential community development need by providing outcomes that are critical to the viability of community**

Rating Factor 2 Need/Extent of Problem

- **Subfactor 2 – Project benefits**
  - 12 points for this subfactor/varies by project type
  - Public Facilities & Economic Development
  - Housing & Land Acquisition to Support New Housing
  - Microenterprises

Rating Factor 2 Need/Extent of Problem

- **Public Facilities & Economic Development**
  - 85% or more LMI   12 points
  - 75% to 84% LMI   8 points
  - 55% to 74% LMI   4 points
  - Less than 55%   0 points

Rating Factor 2
Need/Extent of Problem

- **Public Facilities & Economic Development, continued**
  - **Beneficiaries are those served by project**
    - **If ED, can also mean those employed by project**
  - **Demographic data statement and documentation**

Rating Factor 2
Need/Extent of Problem

- **New Housing, Rehab, Land, Homeownership Assistance**
  - **Limited to LMI only**
  - **Based on 2005 IHBG formula data**
  - **$354 - $675   12 pts**
  - **$676 - $1,200   8 pts**
  - **$1,201 - $1,999   4 pts**
  - **$2,000+   0 pts**

Rating Factor 2
Need/Extent of Problem

- **Microenterprises**
  - Owners must be LMI, <u>and</u> demonstrate that majority of jobs created/retained for LMI persons

All LMI	12 pts
75% - 100% LMI	8 pts
50% - 74% LMI	4 pts
Less than 50% LMI	0 pts

Rating Factor 3
Soundness of Approach

- **Address quality/effectiveness of project outcomes in enhancing community viability/meeting needs identified in Factor 2 & your commitment to sustain the project**

Rating Factor 3
Soundness of Approach

30 points

- **Project Description & Rationale – 10 pts**

- **Budget & Cost Estimates – 5 pts**

- **HUD Policy Priority – 1 pt**

- **Intent to Meet Section 3 Requirements – 2 pts**

- **Commitment to Sustain Activities – 12 pts**

RF3, Subfactor 1
Project Description-Rationale
10 points

- **Describe your project**
  - Size, type, location, rationale for project design, anticipated cost savings and special land requirements

- **Describe how project will address identified need in RF2**

- **Proposed outcomes describe how community's viability will be enhanced**

RF3, Subfactor 2
Budget & Cost Estimates

5 points

- Include cost breakdowns by line item (including planning & admin)

- Include cost estimates and describe qualifications of person(s) who prepared the estimate(s)

RF3, Subfactor 3
HUD Policy Priority

1 point

- Address goals for "Improving Our Nation's Communities" or "Energy Star"

- General Section pages 3394 and 3396

- Include narrative on which Priority you are addressing with project and describe how

RF3, Subfactor 4
Intent to Meet Section 3

2 points

- Demonstrate how you will apply Section 3 requirements to proposed project
  - How will you expand opportunities for Section 3 residents and business concerns?

RF3, Sub 5, Commitment to Sustain Activities

Public Facilities/Improvements

12 pts

- Must have O&M Plan if tribe assumes responsibility. Provide statement that tribe has adopted O&M Plan and commits funds for those responsibilities

RF3, Sub 5, Commitment to Sustain Activities

Public Facilities/Improvements

- Describe how O&M Plan addresses maintenance, repairs, insurance, security & replacement reserves & include cost breakdown

- If other entity responsible for O&M for facility, include commitment letter identifying maintenance and operations responsibilities, and identify funds for responsibilities

RF3, Sub 5, Commitment to Sustain Activities

Public Facilities/Improvements

- Public facility buildings – include commitment identifying source of & committing operating funds for recreation, social, other services

- Submit letters of commitment from service providers addressing operating expenses and space needs

RF3, Sub 4, Commitment to Sustain Activities

New Housing, Housing Rehab, Homeownership Assistance 12 pts

- Clearly identify the tribal and/or participants ongoing maintenance responsibilities.

- If tribe/other entity assuming maintenance responsibilities, describe responsibilities and provide written commitment

RF3, Sub 4, Commitment to Sustain Activities

Economic Development 12 pts

- **Provide information and documentation supporting:**
  - **Organizational system/capacity**
  - **Separation of gov't functions from business operating decisions**
  - **Business Operating Plan**
  - **Market & financial feasibility**
  - **Financial success**

RF3, Sub 4, Commitment to Sustain Activities

Microenterprises 12 pts

- Description of how program will operate. Include types of assistance offered and types of entities eligible for assistance

- Process for selecting applicants. Describe processes for analyzing business plans/market studies, and financial feasibility.

RF3, Sub 4, Commitment to Sustain Activities

Land Acquisition to Support New Housing 12 pts

- Include results of preliminary investigation on proposed site showing:
  - Suitable soil conditions for housing/related infrastructure
  - Potable drinking water
  - Access to utilities, vehicular access, drainage, nearby social/community services, no environmental problems

Rating Factor 4
Leveraging Resources

8 points

- **Projects cost = grant request + allowable non-ICDBG resources**

- **% leveraged =**

Allowable non-ICDBG Resources
Total Project Costs

Rating Factor 4
Leveraging Resources Points

25% +	8 pts
At least 18 % but less than 25%	6 pts
At least 11% but less than 18%	4 pts
At least 4% but less than 11 %	2 pts
Less than 4%	0 pts

Rating Factor 4 Leveraging Resources

Example

- Tribe requests $500,000 of ICDBG funds
- Allowable non-ICDBG resources total $100,000
- Project costs = $500,000 + $100,000 or $600,00
- % leveraged = $100,000/$600,000 or 17%

Rating Factor 4
Leveraging Resources

Allowable Non-ICDBG Resources

- **Tribal funds**
- **Private & public loans/guarantees**
- **IHBG funds & other grants**
- **Donated goods/services**
- **Land needed for project**
- **Direct admin costs**

Rating Factor 4
Leveraging Resources

Disallowed Leverage

- Indirect admin costs
- Operations & maintenance costs for project
- Value of existing facility if expansion is proposed
- Funds expended on project prior to application submission, except for land acquisition

Rating Factor 4
Leveraging Resources

Documentation for Leverage

- Written commitment identifying & committing tribal funds

- Firm/projected commitment from non-tribal entity

- Signed IHP or written commitment for IHBG funds

- Comparable costs for goods, services & land valuations

Rating Factor 4
Leveraging Resources

- **Firm commitment must be received within 6 months or grant will be cancelled – pre-award condition**

- **Letter from contributing entity must provide:**
  - Reason why firm commitment cannot be issued at this time
  - Assurance your project meets eligibility criteria
  - Date funding decision will be made

RF5, Comprehensiveness & Coordination
6 points

- **Evaluates extent of coordinated community based process of identifying & addressing needs, including assisting beneficiaries and the program to achieve self-sufficiency and sustainability**

- **Logic Model not required but recommended**

RF5, Comprehensiveness & Coordination

- **SF 1 – Coordination with other organizations**
  - **Up to 2 pts**
  - **Do not include leverage partners**
  - **Consistent with IHP**
- **SF 2 – Measurable outputs/outcomes that enhance community viability**
  - **Up to 4 pts**
  - **Quantitative**

RF5, Comprehensiveness & Coordination

Subfactor 2

- **Outputs, where applicable**
  - # of houses rehabilitated
  - # jobs created
  - Square feet of public facility
  - # education/job training opportunities
  - # homeownership units built/financed
  - # businesses assisted
  - # families to be assisted with drug elimination or other health hazard reduction programs

RF5, Comprehensiveness & Coordination

- **Outcomes, where applicable**
  - Reduction in # families in substandard housing
  - Increased income resulting from employment
  - Increased quality of life due to public facility
  - Increased economic self sufficiency of beneficiaries
  - Increase in homeownership rates
  - Reduction in drug-related crime/health hazards

Master Logic Model

- **In FY06, HUD has a Master Logic Model (Microsoft Excel™ file) featuring dropdown listing to select activity outputs/outcomes. Applicants should identify estimated number of units of measure to be accomplished and identified for each output/outcome**

Master Logic Model

- **Multiple outputs/outcomes may be selected per project.**

- **HUD is considering new concept called "Return of Investment" statement. A separate Notice will be published on concept.**

- **Training on the "dropdown" eLogic Model™ is available for grantees by Webcast at http://www.hud.gov/services/webcasts/supernofa06/cfm**

Review & Selection Process

- **Screening and threshold compliance**
- **Past Performance evaluated under Factor 1**
- **Rating Panels**
- **Rating**
- **Minimum Points**

Review & Selection Process

- **Ranking**
  - **According to points received, regardless of project type. Applications are selected for funding based on their ranking to extent funds are available**

Review & Selection Process

Determination of Grant Amount
- **May approve less than requested**
- **ONAP will consider:**
  - **Size of applicant**
  - **Level of demand**
  - **Scale of activity vs. need/capacity**
  - **Number of persons served**
  - **Reasonableness of costs**
  - **Funds required to achieve objectives**
  - **Capacity to complete timely**

Tiebreakers

- **Standardized across AONAPs**
- **Projects selected that can be fully funded over those that cannot be fully funded**
- **Criteria used:**
  - **Not received ICDBG over longest period**
  - **Fewest active ICDBGs**
  - **Benefits highest % of LMI**

Technical Deficiencies

- Errors/oversights that would not alter rating if corrected
- Only successful applicants asked & required to correct
- Have 14 calendar days to respond
- No funding if there is no response

Pre-Award Conditions

- Additional supporting documentation required before award can be made
- Delinquent Federal Debt Review
- Name Check Reviews
- Code of Conduct
- 30 calendar days to respond
- No funding if no response or inadequate response or if fails one of 2 reviews above

Anticipated Award Dates

- **Pre-awards must be met**
- **Congressional release**
- **Anticipated awards by October 31**
- **Execute grant agreement — special conditions**

Post Award Reporting Requirements

1003.506 and 1003.508

- Quarterly financial reports SF-272
- Annual Status & Evaluation Report
- Minority Business Enterprise Reports
- Close-Out Report

General Questions

- Area ONAP

- Barbara Gallegos 602-379-7215 or 800-877-8339 (TTY)

- Electronic Submission – call 800-518-472687 or Area ONAP staff

Area ONAPs

- **Alaska (907) 677-9800**
- **Eastern Woodlands 1-800-735-3230**
- **Northern Plains 1-888-814-2945**
- **Northwest (206) 220-5270**
- **Southern Plains (405) 609-8520**
- **Southwest Phoenix (602) 379-7220**
- **Southwest ABQ (505) 346-6923**

Technical Assistance

- **HUD Reform Act (Section 103)**
- **TA only until application deadline**
  - TA includes general guidance about NOFA terms and regs
  - TA does not include providing guidance on application deficiencies, improving applications or providing information that would provide competitive advantage

NOFA Training

- **NOFA training will be provided by Area ONAPs according to the following schedule:**
  - **Eastern/Woodlands: April 11-12 Chicago**

  - **Southern Plains: XXXX**

  - **Northern Plains: April 18-19 Denver, April 25-26 Rapid City**

NOFA Training

- Southwest: April 12 (ABQ), April 26-27 (CA), May 2-3 (PHX)

- Northwest: April 13 Seattle

- Alaska: April 12-13 and April 18-19 Anchorage